City of Seattle

BILL WRIGHT TECHNOLOGY MATCHING FUND

2012 Guidelines

Application deadline: April 3

Information Sessions: March 1, March 3

City of Seattle Community Technology Program

www.seattle.gov/tech

Background

Established in 1997, the Technology Matching Fund is administered by the Community Technology Program of the City of Seattle Department of Information Technology (DoIT) and is funded with cable franchise fees. The fund provides money to Seattle neighborhood groups and organizations for resident-driven projects.

In 2004 the City named the Technology Matching Fund in memory of Bill Wright, a Central District community leader who embodied the program's goal of creating digital opportunity for all and using technology tools to build strong neighborhoods.

Program Goals

The fund supports Technology Literacy & Access and Civic Engagement projects that reach technology underserved communities, thereby increasing "digital inclusion." The city's goals are to:

Technology Literacy and Access:
- Empower technology underserved communities so that all residents have the technology skills necessary for civic and cultural participation, employment, lifelong learning, and access to essential services;
- Increase technology literacy;
- Increase access to computers, the Internet and other information technology; and
- Increase the creation of relevant online content.

Civic Engagement:
- Engage individuals not usually involved in the civic process; and
- Increase residents' use of technology for civic engagement and community building by integrating technology tools into activities to increase awareness of community issues, to increase community problem solving and to increase interaction with government.

Funds Available

- The fund has one application cycle per year.
- The city will award grants of up to $20,000.
- Grants are awarded for distinct projects that must be completed within one year or less.
- You will be required to match the value of the city's money 1:1 with cash, time or other contributions.

Granting Timeline

Following are key dates for the 2012 Technology Matching Fund.

Pre-application grant review clinics	March 21 – 23
Application deadline	April 3
Award notification. All applicants will be notified of award decisions. Some groups may need to meet certain conditions identified by the City before receiving funding.	Mid May
City Council approval	July
Contracting. Successful applicants will sign a contract with the City to receive funds for their project. The City will reimburse grantees for budget expenses after the contract is signed. You are not allowed to spend project funds before the contract is signed.	August – Sept
Project implementation. Projects must be completed within one year.	Sept , 2012 – Aug, 2013

Eligibility Requirements

Applicant groups must have a non-discrimination membership policy and actively seek the involvement of community members and/or business proprietors.

The following groups are eligible to apply:

• 501 (c) 3 nonprofit organizations located in Seattle serving Seattle residents • Nonprofits who are not 501 (c) 3 designated, but who have a fiscal agent • Ad hoc groups of residents who form organizations to work on a specific projects	• Community councils, neighborhood associations, or groups of businesses that draw their memberships from commonly recognized geographic neighborhoods in Seattle • Community-based organizations in Seattle serving Seattle residents

The following groups are not eligible to apply, but may participate as partners or contribute match to the projects of eligible applicants:

• Individuals or single businesses • Organizations not located in or serving Seattle residents • Religious organizations	• Hospitals • Newspapers • City departments • State, local and national foundations

• Government agencies • Political groups, Universities	• Fraternal organizations • Schools. ** See School-Based Projects.

The following kinds of projects are not eligible for TMF funding:

- Civic engagement projects that seek only to increase lobbying for a particular position.
- Projects that duplicate an existing private or public program.
- Projects that conflict with existing City policy. For more information on the City's Charter, Municipal Code and legislation visit http://www.seattle.gov/html/citizen/cityfacts.htm.

School-based Projects

Applications for school-based projects must come from a Parent-Teacher-Student Association (PTSA) or other community organization. The school itself is not permitted to apply directly to the fund.   The fund will support after school or evening-based programs. Funds may not be used for in-school projects that do not engage the larger community in a meaningful way.

Strong school-based project proposals should:

- Describe how community members in addition to students, parents, and teachers of the school, have been involved in planning the project and how they will be actively involved in project implementation.
- Explain how community members will benefit from the completed project.
- Include a letter of approval from the school principal.

Application Scoring

A committee made up of Seattle residents from the city's Citizens Telecommunications and Technology Advisory Board (CTTAB) (http://seattle.gov/cttab/), will review your application.

Your proposal will be rated based on the following criteria. The maximum possible rating is 100.

- Meets Program Goals (0-20 points)
- Budget (0-20 points)
- Project Clarity (0-20 points)
- Community Participation (0-15 points)
- Community Benefit (0-15 points)
- Evaluation (0-10 points)

How to Apply

Step 1: Register Online with City of Seattle Webgrants
In order to submit an application you must first register online with the City of Seattle Webgrants (http://webgrants.seattle.gov).   It may take a few days for your registration to be confirmed. Once confirmed, you will receive a USERID and PASSWORD via email.

<u>Step 2: Complete the Application Forms</u>
Login to the Webgrants system with your USERID and PASSWORD and fill in information about your project. The online system will allow you to save a draft of your work to complete later. You must complete all the application sections and submit your application online.

 You may include other materials to help reviewers better understand your proposal and strengthen your application. Some examples of useful attachments are:

- Community support letters
- Volunteer pledge sheets
- Curriculum
- Current program schedule
- List of current technology
- Cost quotes on hardware, software or other items showing budget research
- Brochures, flyers or other promotional materials

Application Assistance

You are encouraged to contact us to discuss your project idea. If you would like feedback on your proposal, please schedule a pre-application grant review session with Delia Burke at 206-233-2751 or delia.burke@seattle.gov. **Grant review clinics will be held March 21 -23**.

Project Expenses

 The following expenses are allowed:

• Warranties on equipment • Computer workstations and printers • Network routers and wifi access points • Software • Cameras and multimedia tools • Assistive and adaptive equipment • Mobile devices • Insurance specific to the project	• Outside instructors or technical support • Outside evaluators • Printing and marketing costs • Project supplies • Fiscal agency fees • Stipends for project-related work • Food up to $500. • Staff/consulting costs

The Technology Matching Fund will not pay for:

- Technology given to individuals for use in their homes.
- Technology used by staff only.
- General operational expenses not related to your project.
- Expenses made before the project contract is signed.

Purchasing Technology

When purchasing equipment consider the following:

- Computers should be bought from a name brand vendor that offers a 3 year warranty.
- You should get bids from 3 companies, with a goal of working towards a single vendor over time.
- Include the use of antivirus software and public computing protection solutions, such as Deep Freeze, to save on maintenance costs.

Community Match

You must provide a $1 to $1 match for your project. For example, if you request a $5,000 grant, you must prove that your organization can come up with a matching contribution valued at $5,000 or more Your match can include items from any combination of the following categories:

In-kind Match:
- Materials or supplies such as computers, furniture, software, or paper.
- Additional cost of utilities for the space for your project.
- Staff time dedicated to the project, but not paid for by TMF funds.

Volunteer Match
- Volunteer labor valued at $20 per hour.
- Professional services valued at the "reasonable and customary rate".
- Application preparation expenses up to $200 (10 hour x $20 per hour).

Cash Match:
- Money that you have collected and approved for use on your project.
- Money that you will raise during the course of your project by fundraising.
- Grants received from other foundations for your project.

Match Restrictions
- Your match must be appropriate to the goals of your project.
- You must obtain your match during the life of the project.
- Your entire match cannot come from a single institution, e.g. the school district or a governmental agency.   We recommend that a minimum of 25% of your match come from the community you are serving.

Ineligible Match:
- Grant funding from other City of Seattle programs.
- Staff time paid by other city departments.
- Assistance from city staff to prepare your proposal.
- Your time spent preparing your proposal in excess of 10 hours ($200 maximum).

Documenting your Match

We encourage you to consider including additional materials in your application package, to prove that your cash match, in-kind materials, and/or volunteer time is secured. These may include:

- Pledge letters or emails from individuals and organizations promising to donate time, materials or money to the project.
- A written fundraising plan to secure additional project funds.
- Copies of bank statements or checks.
- Grant award letters.
- Invoices for items secured for the project.

Fiscal Agency

- Your organization may act as its own fiscal agent or use another organization to manage the pass through of grant funds.
- An individual can serve as your fiscal agent, if he or she obtains a tax identification number and complies with IRS rules.
- Fiscal agency fees are eligible project costs or can be applied to your match contribution.

Disabilities

We encourage organizations to actively work to make programs and services inclusive. All projects must demonstrate a good faith effort to comply with the ADA of 1991. This Act extends civil rights protection to persons with disabilities.

More information about how technology is helping people with disabilities and examples of model programs are available at the Alliance for Technology Access (www.ataccess.org)